



## COUPEVILLE GARDEN CLUB

### EXPENSE REIMBURSEMENT REQUEST / AUTHORIZATION FORM

|                                                                          |                                |                           |                                        |
|--------------------------------------------------------------------------|--------------------------------|---------------------------|----------------------------------------|
| <b>Requested by:</b>                                                     |                                | <b>Date:</b>              |                                        |
| <b>Please Issue to:</b>                                                  |                                |                           |                                        |
| <b>For the following reason(s):</b> (Description of purchase or service) |                                |                           |                                        |
| <b>Please check one box to charge the expense</b>                        |                                | <b>Total Amount    \$</b> |                                        |
| <input type="checkbox"/>                                                 | Plant Costs/Supplies - 201     | <input type="checkbox"/>  | Spring Barrels - 301                   |
| <input type="checkbox"/>                                                 | Pots, Trays, Domes - 202       | <input type="checkbox"/>  | Summer Barrels - 302                   |
| <input type="checkbox"/>                                                 | Soil & Seedling - 203          | <input type="checkbox"/>  | Holiday Barrels - 303                  |
| <input type="checkbox"/>                                                 | Peonies - 204                  | <input type="checkbox"/>  | Wreath & Décor - 304                   |
| <input type="checkbox"/>                                                 | Dahlias - 205                  | <input type="checkbox"/>  | Halloween Display - 305                |
| <input type="checkbox"/>                                                 | Tomatoes - 206                 | <input type="checkbox"/>  | Cook's Corner - 306                    |
| <input type="checkbox"/>                                                 | Publicity - 208                | <input type="checkbox"/>  | Coupe Park - 307                       |
| <input type="checkbox"/>                                                 | Plant Sale Merchandizing - 209 | <input type="checkbox"/>  | Rec Hall Landscaping - 308             |
| <input type="checkbox"/>                                                 | Garden Art & Concrete - 210    | <input type="checkbox"/>  | Welcome Signs - 309                    |
| <input type="checkbox"/>                                                 | Raffle - 211                   | <input type="checkbox"/>  | Speaker, Presentation - 310            |
| <input type="checkbox"/>                                                 | Pest Control - 217             | <input type="checkbox"/>  | Greenhouse Maintenance & Repairs - 315 |
| <input type="checkbox"/>                                                 | Membership Directory - 403     | <input type="checkbox"/>  | Signage Publicity - 410                |
| <input type="checkbox"/>                                                 | Apparel Purchase - 406         | <input type="checkbox"/>  | Website - 411                          |
| <input type="checkbox"/>                                                 | Hostess Supplies - 409         | <input type="checkbox"/>  | Other, please explain                  |
| <b>Committee Chair Signature</b>                                         |                                | <b>Paid Ck#</b>           |                                        |

\*Please attach all receipts.

\*\*Receipts must include either sales tax or our resale number.